

Dear VA Health Professions Trainee,

VHA Mandatory Training for Trainees

In order for you to train at VA, you are required to complete a mandatory training program titled *VHA Mandatory Training for Trainees*. This training is available through the VA Talent Management System (TMS). The TMS offers web-based training to VA employees and its partners.

To use the TMS, you must self-enroll and create a profile at [VA TMS 2.0](#). Once you are at the TMS website, follow the steps on pages two and three to create your profile, launch the mandatory training course and complete the content prior to your coming to VA to begin your clinical training. Be sure to print a copy of your completion certificate.

Each health professions trainee will need the following information in order to complete the self-enrollment process in the TMS:

- **VA Location Code** = CMS
- **VA Point of Contact First Name** = Thomas
- **VA Point of Contact Last Name** = Wiseman
- **VA Point of Contact Email address** = thomas.wiseman@va.gov

Managed Self-Enrollment (MSE) enhances VA's training and reporting compliance and is another step toward establishing VA as a 21st century organization built on providing the best care and service possible for our Veterans!

NOTE - If you have previously self-enrolled with TMS and completed the *VHA Mandatory Training for Trainees* you only need to enter you login and password and complete the ***VHA Mandatory Training for Trainees – Refresher*** course.

1.1 Step-by-Step Instructions

1. From a computer, launch a web browser and navigate to [VA TMS 2.0](#)
2. Before you do anything, select the **Check System** link on the VA TMS (see para 1.3 below)
3. Click the **[Create New User]** link located near the SIGN IN button.
4. Select the radio button for **“Health Professions Trainee”** DO NOT SELECT “WOC”
5. Click the **[Next]** button
6. Complete all required fields, and any non-required fields if possible.
 - a. **My Account Information:**
 - i. Create Password
 - ii. Re-enter Password
 - iii. Security Question
 - iv. Security Answer
 - v. Social Security Number* *(If you do not have a Social Security Number, follow the on-screen instructions when registering.)*
 - vi. Re-enter Social Security Number
 - vii. Date of Birth
 - viii. Legal First Name
 - ix. Legal Last Name
 - x. eMail Address *(Enter your personal email address. The eMail address will be used as your UserID when you login – DO NOT use a school email address)*
 - xi. Re-enter eMail address
 - xii. Phone Number *(Enter a number where you can be reached by VA staff if issues arise with this self-enrollment process or in other circumstances)*
 - b. **My Job Information:**
 - i. VA City – *(Columbia)*
 - ii. VA State – *(South Carolina)*
 - iii. VA Location Code – *(CMS)*
 - iv. Trainee Type
 - v. Specialty/Discipline
 - vi. VA Point of Contact First Name *(Thomas)*
 - vii. VA Point of Contact Last Name *(Wiseman)*
 - viii. VA Point of Contact Email *(thomas.wiseman@va.gov)*

Once you have entered all of the required data, click the **“Submit”** button. Your profile will be immediately created. Copy and save the **UserID** displayed to you on the confirmation page, as you will need this for future logons to the VA TMS. Once done, click on the **“Continue”** button and wait until your **“To-Do”** list is displayed with the title of the mandatory training course.

1.2 Launching and Completing the Content

1. Mouse over the title of the *VHA Mandatory Training for Trainees* training course.
2. Click the **[Go to Content]** button in the pop-up window that appears.
3. Complete the course content following the on-screen instructions.

4. Exit the course and a completion of the course will be recorded for your effort.
5. Click on the “**Completed Work**” pod on the lower right-hand side of your internet browser window.
6. Move your mouse over the title of the course you just completed and choose to “**Print Completion Certificate**”.
7. Print your completion certificate and save it in a pdf file for your records.
8. Place copy of the **Certificate of Completion** for your mandatory training with your other student application paperwork to submit to Dorn VAMC.

1.3 Troubleshooting and Assistance

The **Check System** link on the VA TMS is an automated tool that confirms the existence of basic, required software on the computer you are using to complete this training. If one of the components of your computer is not in compliance with the requirements, a red “x” will appear next to the **Check System** link. Should this be the case with your computer, please follow the instructions to bring your computer up to the standards that will work with the VA TMS.

If you do not have a Social Security Number, or if you experience any difficulty creating a profile or completing the mandatory content, contact the VA MSE Help Desk at 855-673-4357.

* Your SSN is used only as a unique identifier in the system to ensure users do not create multiple profiles. The SSN is stored in a Private Data Table that cannot be accessed anywhere via the VA TMS interface. It is securely transferred to a VA database table inside the VA firewall where it can be confirmed, if necessary, by appropriately vested system administrators and/or Help Desk staff.